

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376 Rev. (8/08)

<p>DESCRIPTION OF POSITION</p>	<p>TITLE OF POSITION: <u>Trainer/Asst. Public Defender</u> CLASSIFICATION CODE: <u>00581100</u> SALARY RANGE : <u>83676-97162</u> REFERENCE POSITION NO: <u>Grade 839 / TBD</u> Department or Agency Name: <u>Public Defender</u> APPLICATION PERIOD: <u>January 9 - January 18, 2013</u> Division/Section/Unit: _____ Assignment(s)/Comments: _____ Shift and Days: <u>Monday – Friday 1st shift</u> Job Location: <u>Statewide as needed</u> Restrictions/Limitations <u>None</u> Position Covered By Collective Bargaining Agreement: YES____ NO <u>X</u>____ Name of Bargaining Unit: <u>NON UNION</u> There is _____ is not <u>X</u> a Civil Service List for this position. See A/B or Both for Specific Instructions <small>Note: If there is a List, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</small></p>
<p>GENERAL INFORMATION TO CANDIDATE</p>	<p>INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number. MOST IMPORTANT - please include the following information: <ul style="list-style-type: none"> ● The title of the position for which you are applying ● Name of department where you are currently employed ● Title of your present position and date you entered it ● Your business telephone number ● Date you entered State service ● Present Union Affiliation*** *** in certain agencies, bargaining union applications will receive preferential consideration according to contract. B. NON INCUMBENT / NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service list</u> exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write the letters "N.A" for NOT APPLICABLE. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT: <ul style="list-style-type: none"> ● Reasonable Accommodation: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. ● MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). </p>
<p>STATEMENT OF DUTIES</p>	<p>DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB DESCRIPTION</p>
<p>MINIMUM EDUCATION & EXPERIENCE</p>	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through; _____ and Experience: Such as may have been gained through. _____ Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. SEE ATTACHED JOB DESCRIPTION</p>
<p>WHERE TO APPLY</p>	<p><i>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail.</i> SEND RESUME OR CS-14 APPLICATION TO: Mary McElroy, Public Defender Telephone <u>222-3492</u> Office of the Public Defender Fax #: <u>222-3287</u> 160 Pine Street TTY/TTD Providence, RI 02903 (Telecommunication Device for the Deaf)</p>

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: TRAINER / ASSISTANT PUBLIC DEFENDER

CLASSIFICATION: PAY GRADE 0839

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide legal representation to indigents accused of violating the criminal laws of the State of Rhode Island; to provide legal training and development of skills for the entire attorney staff and the investigative staff; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Public Defender with latitude for the exercise of independent judgement; work is subject to review for conformance to establish policies, rules, regulations and provisions of law.

SUPERVISION EXERCISED: The training, monitoring and evaluation of entire legal staff's advocacy skills; all law student interns.

ILLUSTRATIVE EXAMPLE OF WORK PERFORMED

Duties and Responsibilities – To provide legal representation to indigent individuals accused of violating the criminal laws of the State of Rhode Island. Representation includes all stages of legal proceedings in our state district, superior courts and Supreme Court such as jury trials, non-jury trials, evidentiary hearings, (i.e. bail hearings, probable cause hearings, probation violation hearings, etc.), pretrial conferences, filings, arguing of motions and memoranda; it will include the conducting of legal research, client consultation (i.e. advising and counseling of client), and the provision of effective and quality representation to each individual as mandated by the Rhode Island and United States Constitutions.

As Trainer, to be responsible for providing legal training and development of skills for the entry level attorneys. The training and development of the professional legal staff will include the monitoring and evaluation of the staff's advocacy skills and defining strategies and techniques to improve the quality of representation.

As Trainer, to be responsible for the continuing legal education of the attorneys and investigators in keeping the staff up to date on new case law and its ramifications, changes in criminal statutes and developments in the forensic sciences.

As Trainer, to be the immediate mentor and trainer for all district court Rule 9 attorneys.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of federal, state and local criminal laws; a thorough knowledge of trial advocacy skills, a thorough knowledge of substantive constitutional law; a thorough knowledge of the criteria for developing, implementing, and evaluating legal training programs; the ability to act as advisor and/or counselor to clients assigned; and related capacities and abilities.

EDUCATION AND EXPERIENCE: Such as may have been gained through graduation from a law school of recognized standing, and such as may have been gained through employment as a practicing attorney specializing in criminal trial work in private practice or in public service, or any combination of education and experience substantially equivalent to the above.

SPECIAL REQUIREMENT: Admission to the Rhode Island Bar.

THE OFFICE OF THE PUBLIC DEFENDER IS AN
EQUAL OPPORTUNITY EMPLOYER